KONICA MINOLTA

bizhub C652/C552 SCAN JOBS SHOPS

The essentials of imaging

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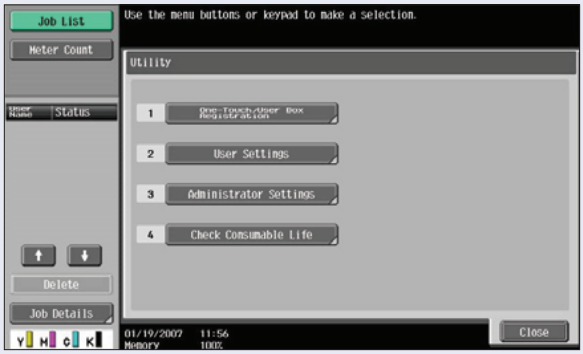
Registering Scan Subject Lines

A Real Estate office employs many agents, each of which must communicate with their clients on a daily basis in an efficient and productive manner. The ability to pre-register default subject lines allows the realtor to store commonly used subject lines and retrieve them in an instant.

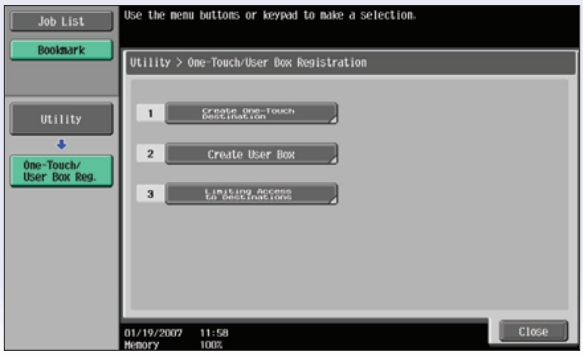
Up to 10-Email subjects can be registered. Once registered, it is easily accessible when sending and Email.

Press the **Utility Counter** key

Touch **One-Touch/User Box Registration**



Touch **Create One-Touch Destination**



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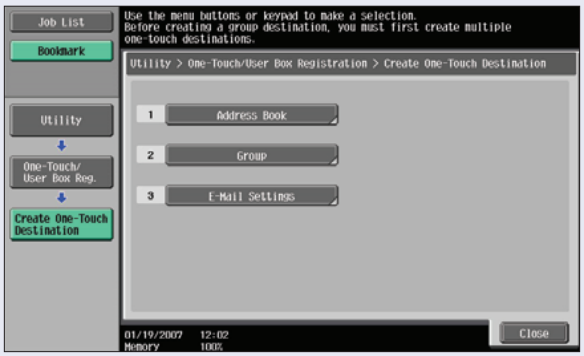
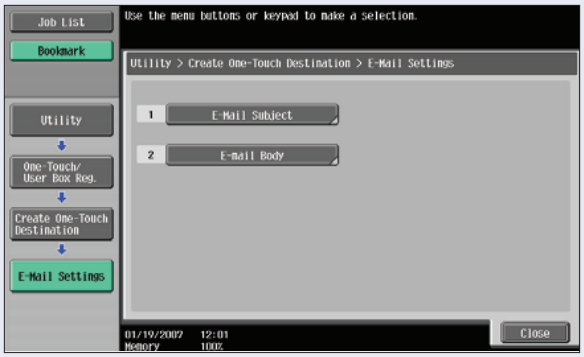
Touch **Email Settings**



Touch **Email Subject**



Touch **New**

Touch **Subject**

Enter Subject, up to 64 characters can be entered (type “Title Documents”)

Press **OK** twice

The Email subject has been registered.

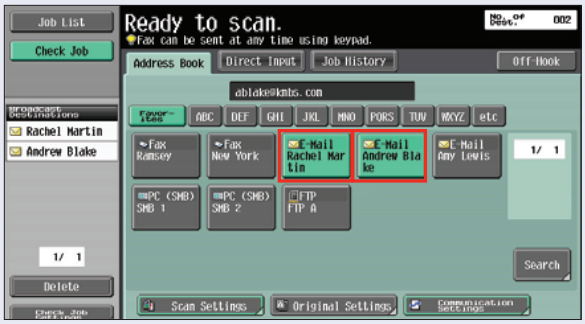
Press **Close** until you return to the main screen.

Selecting a Pre-registered Subject Line when sending an Email

Press **Fax/Scan** key

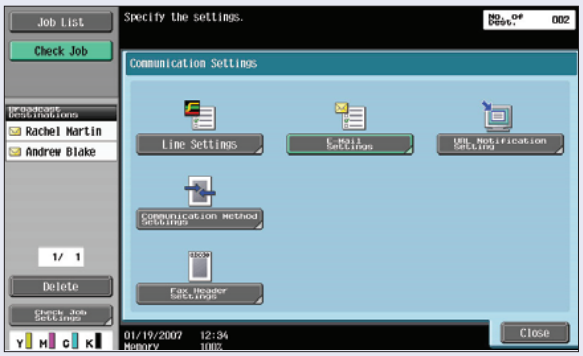
Load Original

Touch **Address Book** and select **Email destination(s)**.

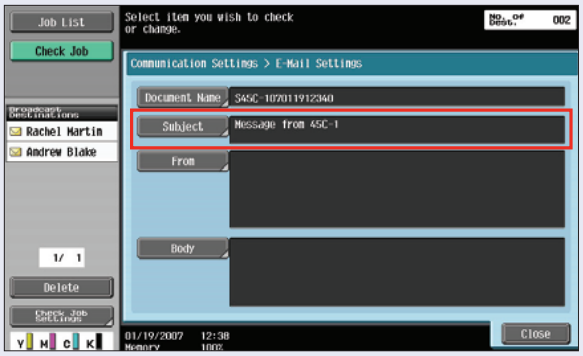


Touch **Communication Settings**

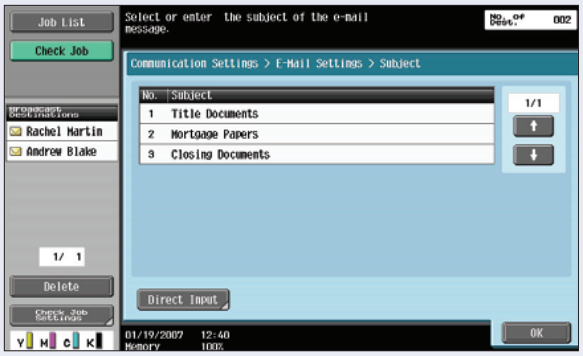
Touch **Email Settings**



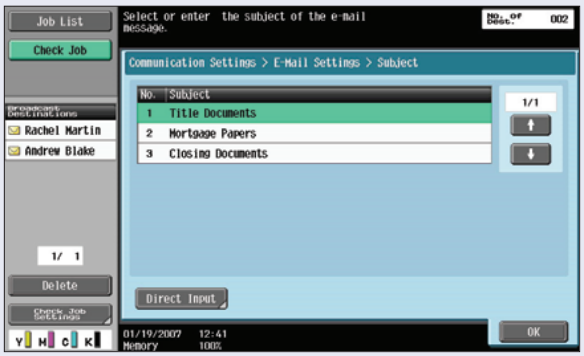
The **Document**, **Subject**, **From** and **Body** fields appear. The default document name and default subject line appear in their respective fields.



Touch **Subject** to view the subjects that have been pre-registered ("Title Documents" from the previous job shop will appear).



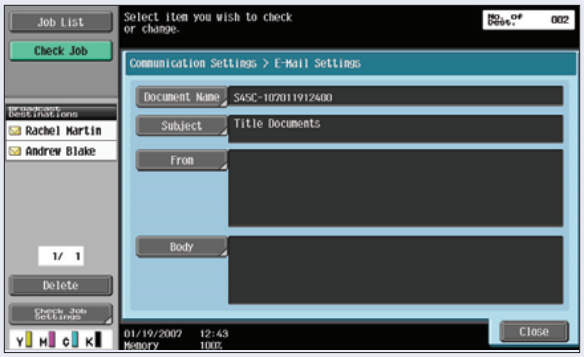
Highlight the desired subject ("Title Documents") and touch **OK**



The registered subject selected in the previous step will appear in the subject line (and the selected subject will appear in the subject line of the received Email message).

Touch **Close** until you return to the main screen

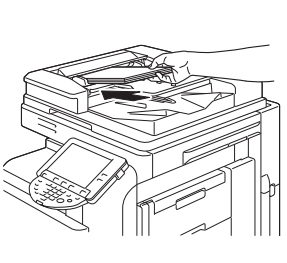
Press **Start** to send the Email



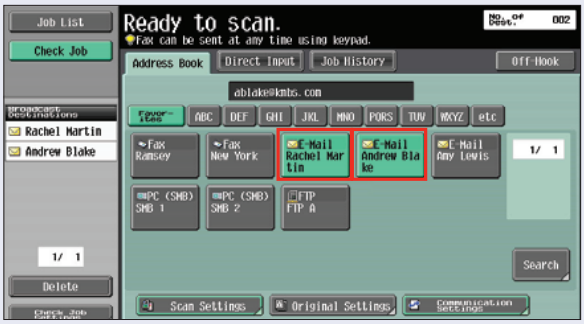
Changing the “From Address” when sending an Email

Press **Fax/Scan** key

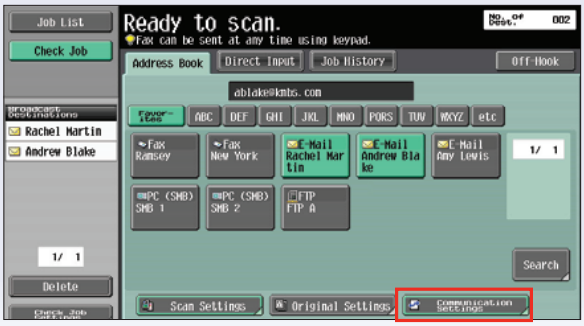
Load Original



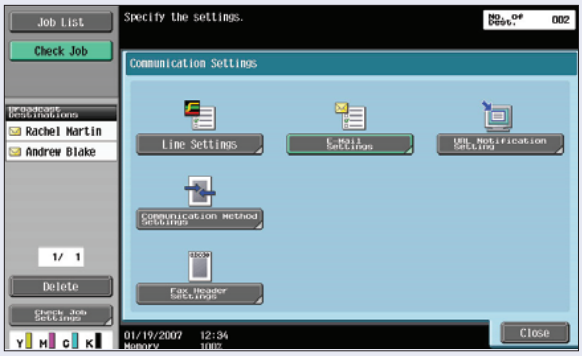
Touch **Address Book** and select **Email destination(s)**.



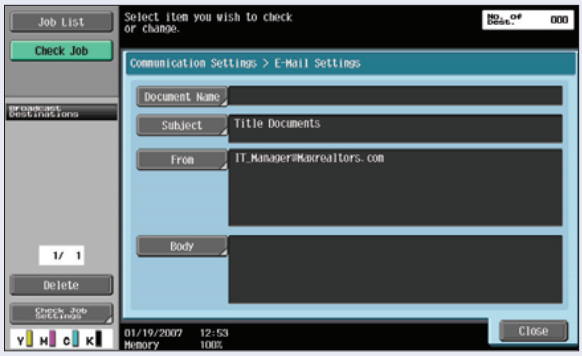
Touch **Communication Settings**



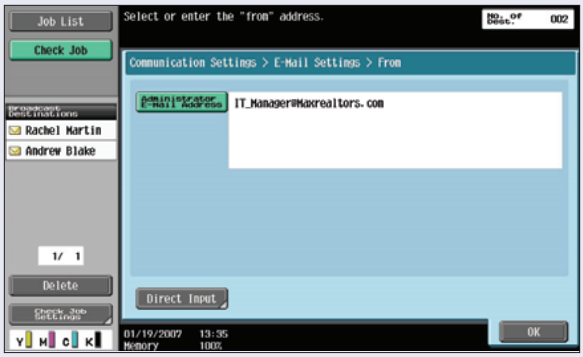
Touch **Email Settings**



The **Document Name**, **Subject**, **From** and **Body** fields appear. The default document name and default subject line appear in their respective fields. If the Administrator has entered their email address, it will also appear (as shown below).

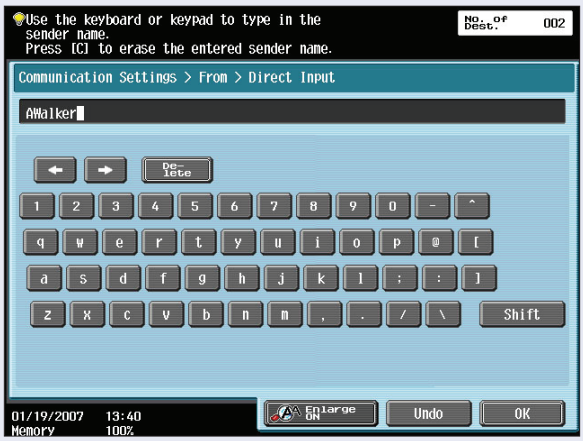


Touch **From** and then touch **Direct Input**



Touch **Clear** on the keypad to remove present address

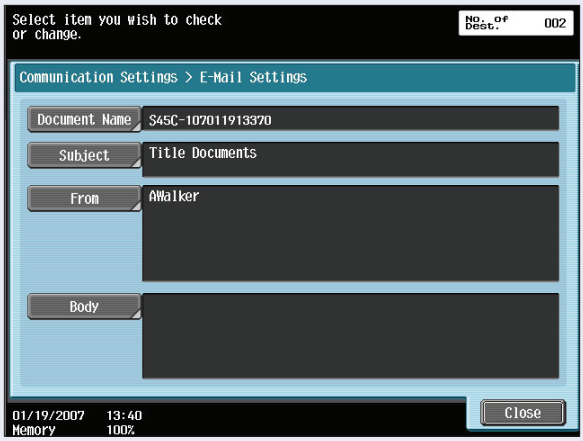
Enter the **From** information using the keypad.



Touch **OK**

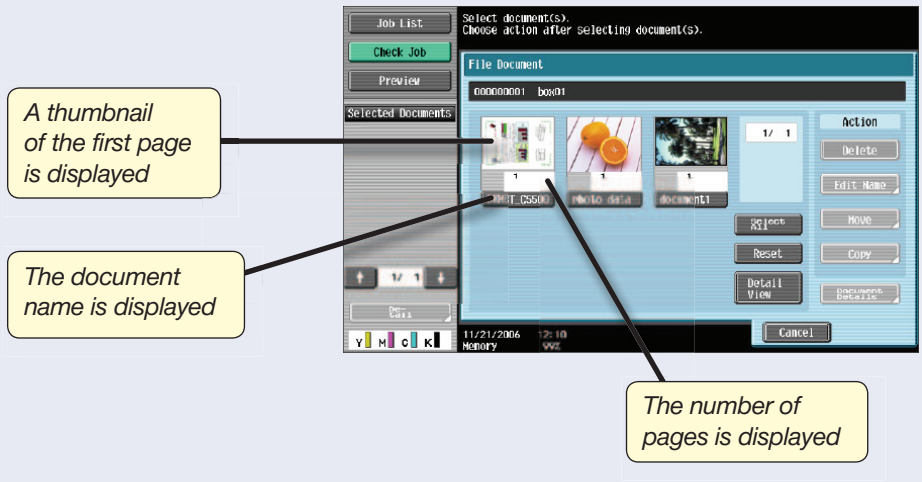
Touch **Close** until you return to main screen

Press **Start** to send the Email.

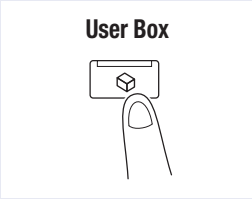


Thumbnail Preview

Thumbnail Preview allows you to view the first page of the stored document, the name of the document and the number of document pages. This feature enables the user to verify that they are accessing the correct document.



Press the **User Box** key



Touch the button for the desired User Box.

Notes: The Personal Tab only displays the User Boxes registered to the User that is logged on when User Authentication is enabled.

The Group Tab only displays the User Boxes registered for the account associated with the user when Account Track is enabled.

Touch **OK**

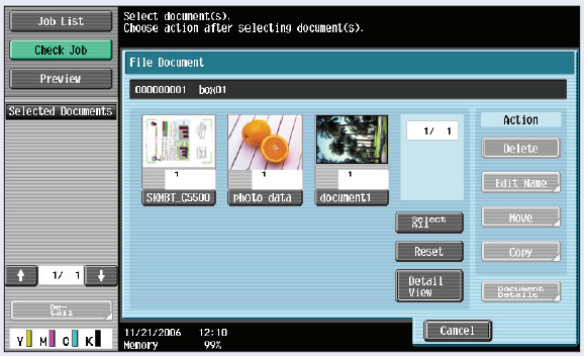
Touch **Use/File**

Enter the Password assigned to the User Box.

Touch **OK**

The list of documents stored in the User Box is displayed.

Note: The contents of an Encrypted document CANNOT be previewed.



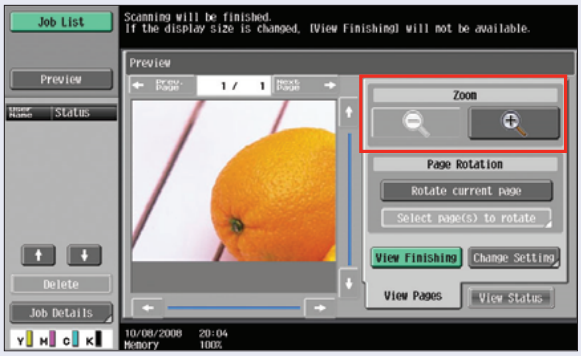
ENLARGING THE THUMBNAIL PREVIEW

Highlight the document you want to preview.

Press **Document Details**.

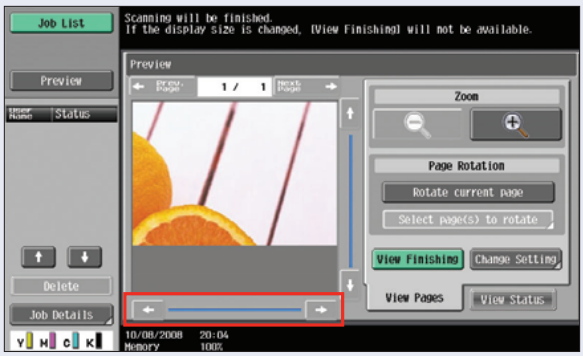
Touch **Preview**.

Touch the **Zoom** buttons.



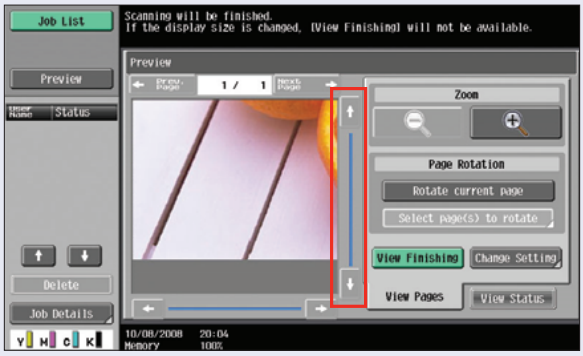
Other Enlargement views include 2%, 4% and 8% Zoom.

To select a different area to be enlarged, touch the **Scroll Bar Arrows** at the bottom of the image. The left and right arrows will move the image left and right.



You can also move the image up and down by touching the **Scroll Bar** Arrows to the right of the image.

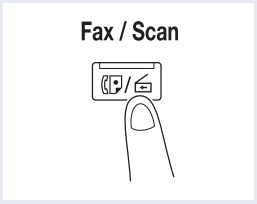
Touch **Close** when you have completed previewing the first page of the stored document.



Saving a PDF Encrypted Document/ PDF Encryption Settings

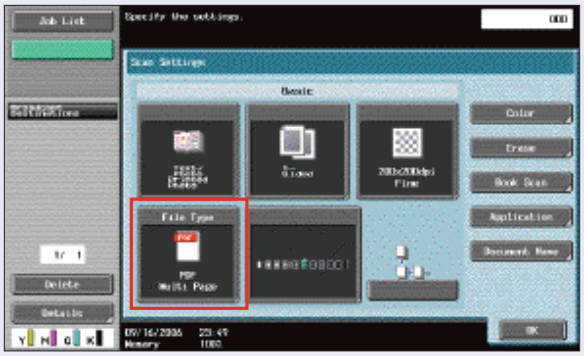
Load Original

Press **Fax/Scan** key



Touch **Scan Settings**

Touch **File Type**



Touch **Encryption**

Encryption Level: **Low Level High Level**

Password Enter document changing permissions password

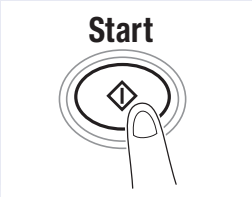
Document Permissions Enter password for recipient to open document

Detail Settings Select to allow or restrict document manipulation options

Touch **OK** 3 times ➔ back at **Fax/Scan** screen

Specify destination

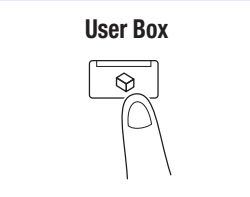
Press **Start**



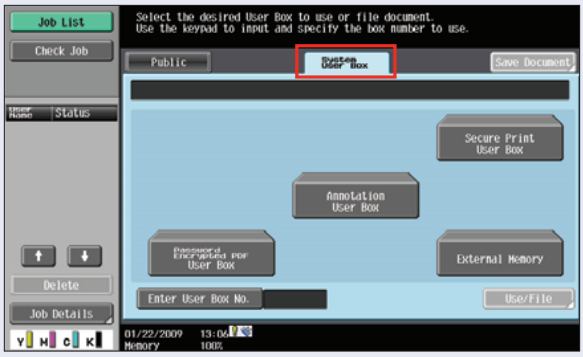
Printing a PDF Encrypted Document from the User Box

In order to print a document saved in the Encrypted User Box, the password specified when the document was saved must be entered.

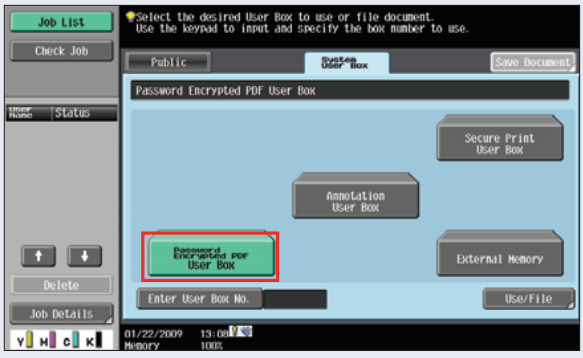
Press **User Box** Key on the control panel



Touch **System User Box**

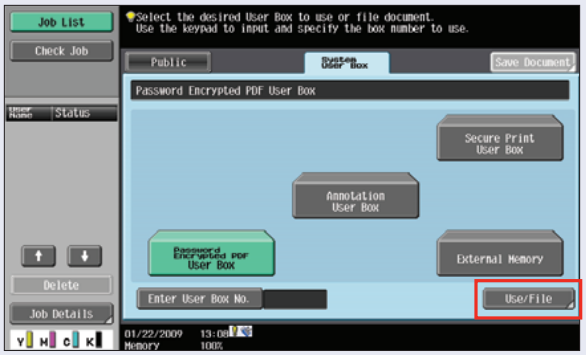


Touch **Password Encrypted PDF User Box**



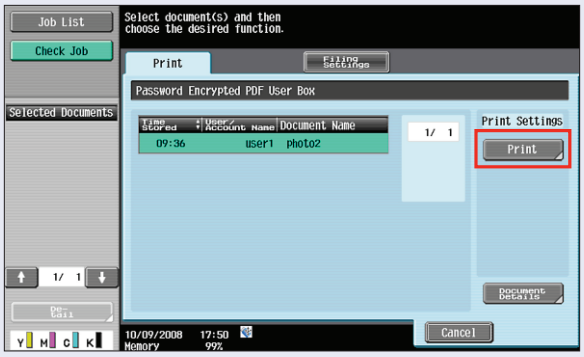
Touch **Use/File**

A list of documents appears



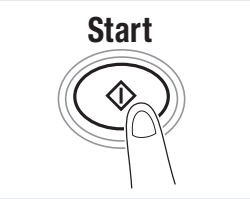
Select the document to be printed

Under **Print Settings** touch **Print**



Type in password

Press **Start**



Annotation (Bates Stamping) User Box

The Annotation User Box function is performed by first programming the data (set-up) required for a specific “Bates Stamp”. This data is saved and accessed through an **Annotation User Box** registration.

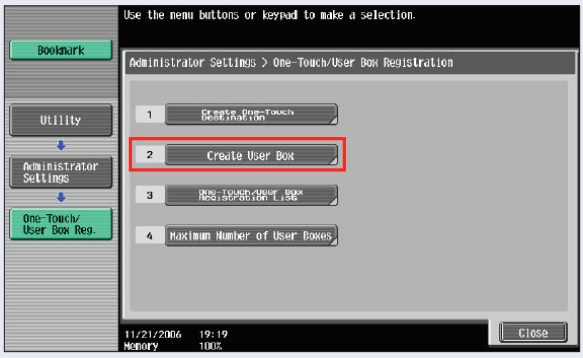
Press the **Utility/Counter** key

Touch **Administrator Settings**

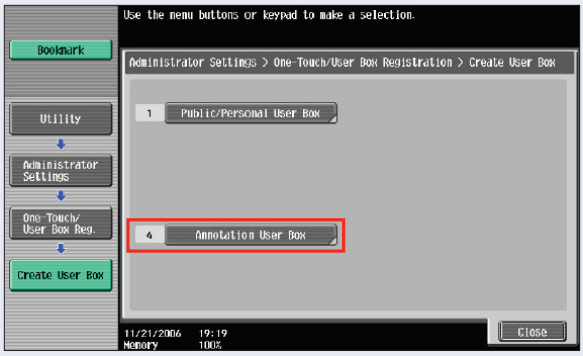
Enter Password 12345678 and touch **OK**

Touch **One-Touch/User Box Registration**

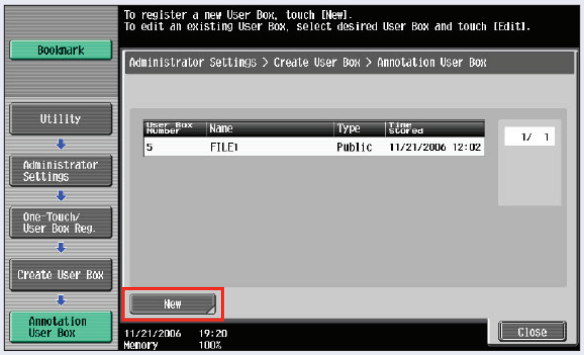
Touch **Create User Box**



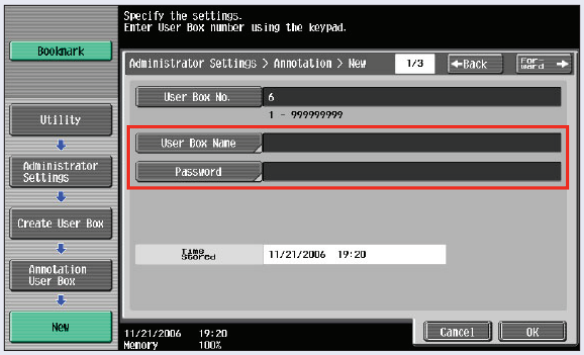
Touch **Annotation User Box**



Touch **New**



Enter **User Box Name** and **Password**



Touch **Name**

Enter a name for the **User Box Name** and touch **OK**

Touch **Password**

Enter a password that is easily remembered and touch **OK**

Enter password a second time to confirm and touch **OK**

Note: Passwords can be one to eight characters in length; be all numeric; all alphabetic; or alpha-numeric.

Hint: Choose a short password like your initials or your age.

Touch **Forward** to access screen 2/3

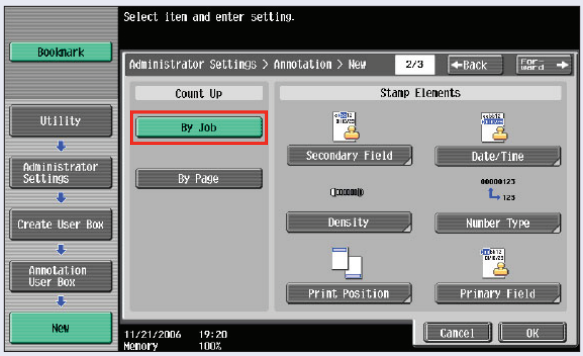
Choose a **Count Up** parameter (By Job or By Page)

Note: The "Count Up" parameter defines how the sequential numbering of the Bates Stamping will be determined.

"By Job" will apply one sequential number to all pages of each successive job.

"By Page" will apply sequential numbering to each page of each document scanned. The numbering will continue successfully with each subsequent scan.

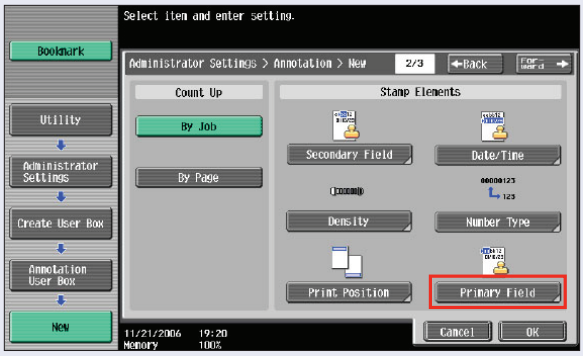
Press **By Job**



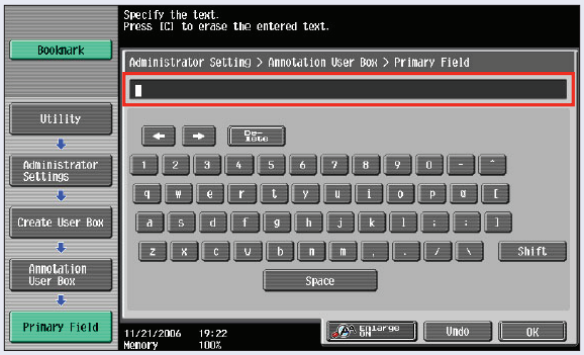
Begin programming the specific details of the "Stamp".

First enter document information in the **Primary** and **Secondary** fields

Touch **Primary** Field



Enter the desired data. This information is the first to appear in the **Annotation** field. Enter a simple name.



Touch **OK**

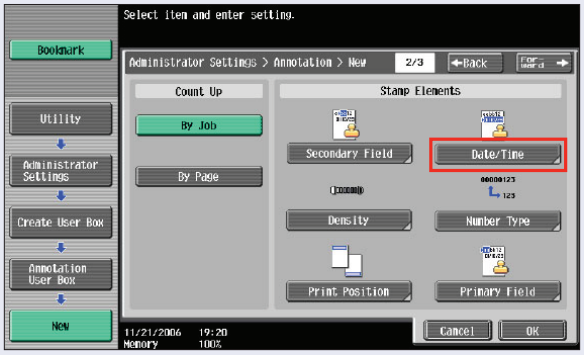
Touch **Secondary Field** and enter data

This field will appear as a second set of text in the Annotation data field

Touch **OK**

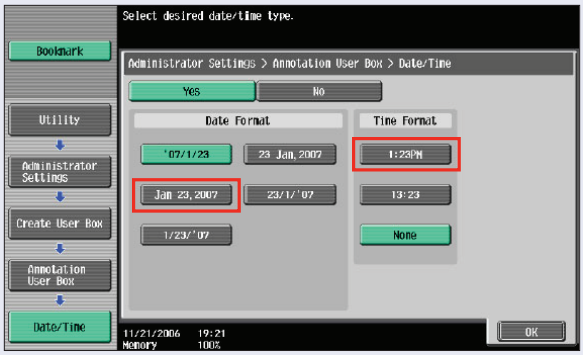
Touch **Date/Time**. This field offers a choice of date and formats.

Touch **YES**



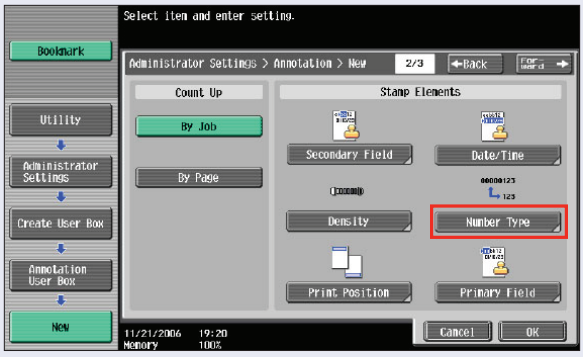
Touch **Jan. 23, 2007** format.

Touch **1:23PM** time format



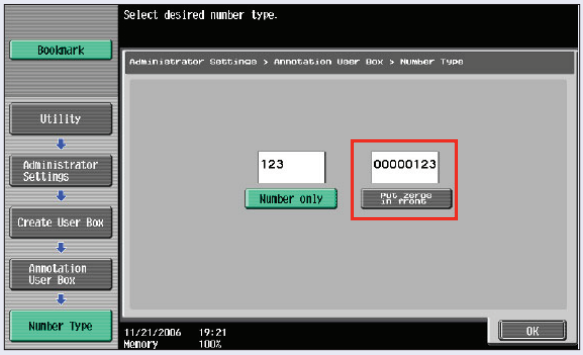
Touch **OK**

Touch **Number Type**

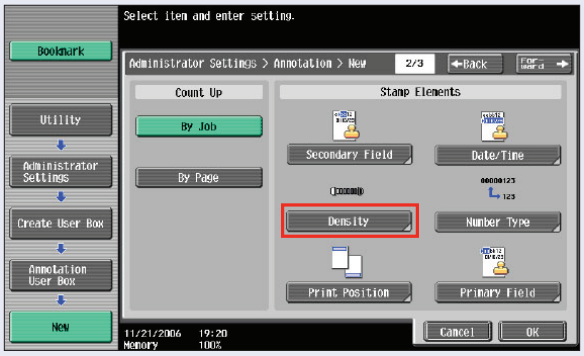


Touch **00000123** format

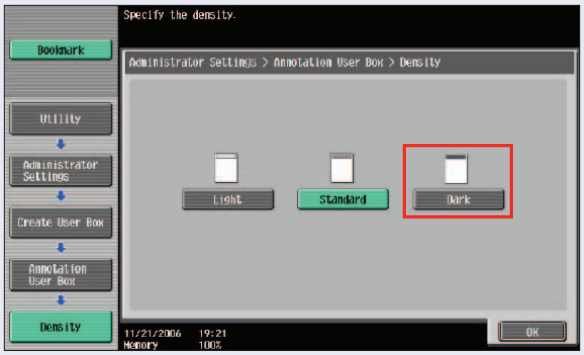
Touch **OK**



Touch **Density**.
This determines how dark the **Annotation Stamp** will be imprinted on the scanned image.

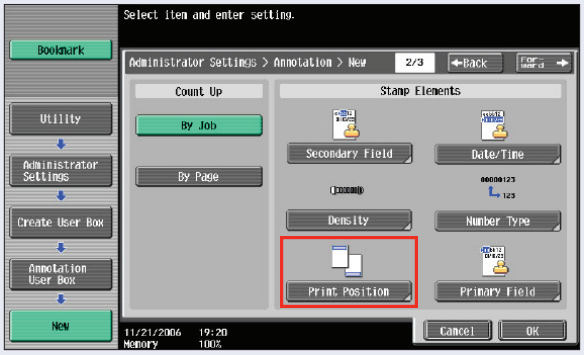


Choose **Dark**

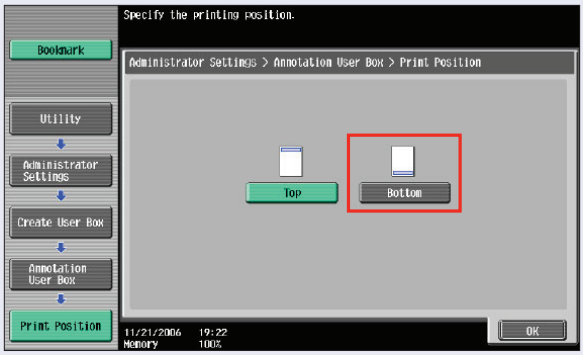


Touch **OK**

Touch **Print** Position
This choice places the **Annotation Stamp** at either the top or the bottom of the page



Touch **Bottom**



Touch **OK**

Touch **Forward** to display screen 3/3.

This is the **Auto Delete Document Time**. Choose "flush" time after which the **Annotation Stamp** data will be erased or choose **Save**.

Touch **Save**.

Touch **OK**

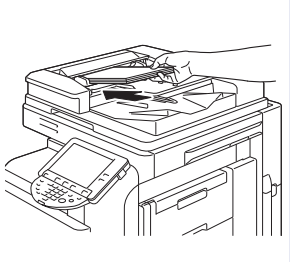
The annotation registration (set-up) is now complete.

APPLYING THE ANNOTATION TO A SCANNED DOCUMENT

The Annotation “Bates” Stamp is applied to scanned documents

Note: Some electronic document management applications can apply a “Bates Stamp” after pulling the scan into the application via Twain scanning.

Place an eight page original in the RADF

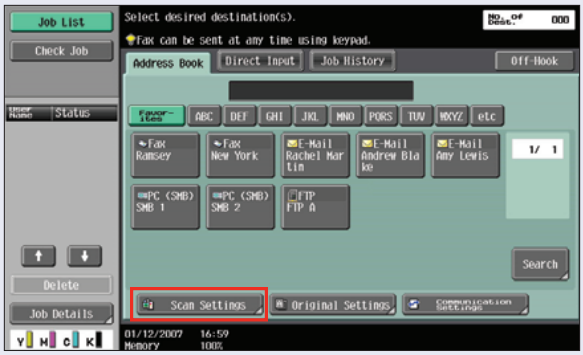


Press the **Fax/Scan** key

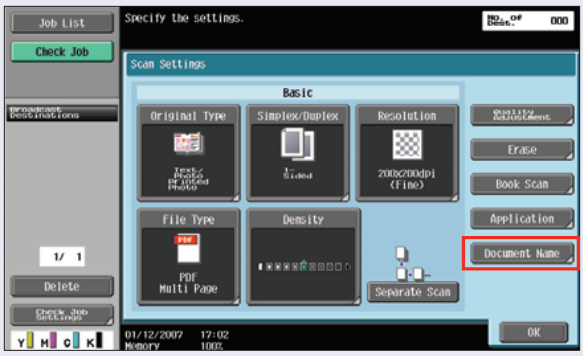
Touch **Address Book**

Select a destination by touching an FTP, SMB or Email one-touch key

Touch **Scan Settings**



Touch **Document Name**



Press the **C** (Clear) key
to clear the name field

Enter a name for the scan
(for this exercise use “Bates”)

Touch **OK**

Touch **File Type**

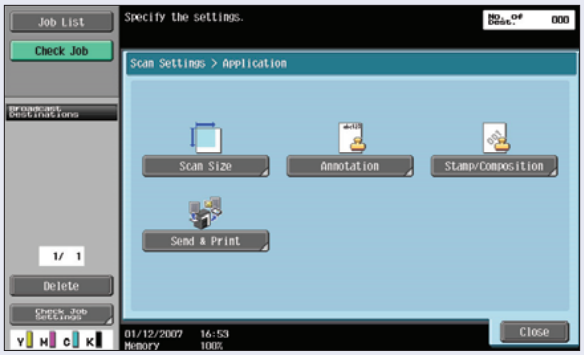
Touch **PDF**

Touch **Multi Page** in the field
on the right-hand side of the screen

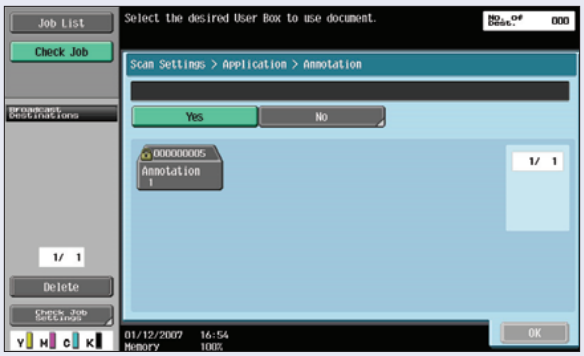
Touch **OK**

Touch **Application**

Touch **Annotation**

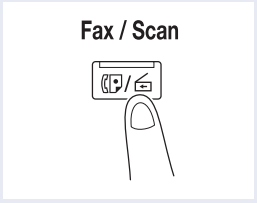


Choose registered
Annotation User Box



Touch **OK**

Press **Start**



A scan has now been sent with “Bates Stamping” per the programming performed in the exercises above.

In order to check the Annotation Stamp applied, follow these steps:

Press **User Box** hard key

Touch **Use Document** tab

Touch **System User Box**

Touch **Annotation User Box**

Touch **Use/File**

Touch the registered **Annotation User Box**

Touch **OK**

Select the document you've scanned.

Select **Print**

Press **Start**

Shortcut Keys

Two keys can be placed on the opening screen of the Fax/Scan mode as a shortcut to over 20 additional fax/scan functions not available the opening screen.

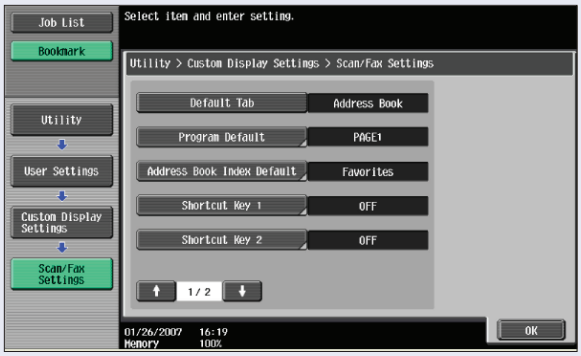
Note: Two "Shortcut Keys" can also be programmed for the "Copy Mode".

Touch **Utility/Counter** key on the control panel

Touch **User Settings**

Touch **Custom Display Settings**

Touch **Scan/Fax Settings**



Touch **Shortcut Key 1**

Note: To cancel the Shortcut Key, touch "Off"

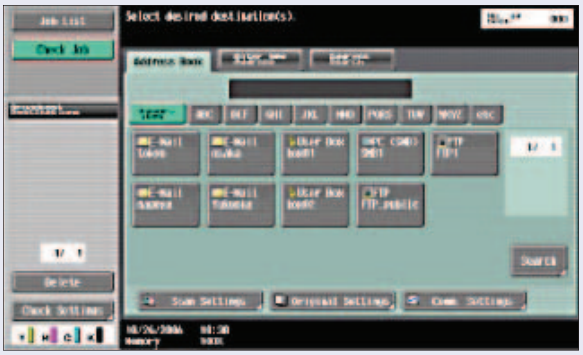
Touch **ON**, and then touch **Communication Method Settings** ➔ touch **OK**

Touch **Shortcut Key 2**

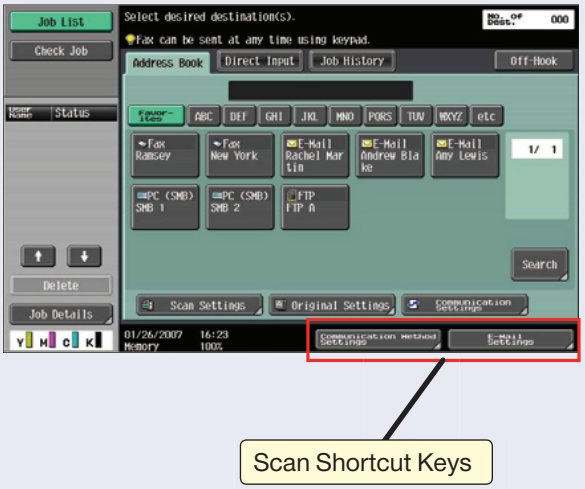
Touch **ON**

Scroll to Page 3/3 and select **Email Settings**

Touch **OK**.
Press **Close** until you return to the main screen



Verify that the 2 shortcut keys are visible at the bottom of the screen in the black area



Limiting Access to Destinations

OVERVIEW

The MFP allows you to enter User Names into the address book. These users can have access to Email and fax destinations registered in the address book. This is a workgroup device, and is usually placed in a location where many users will have access to it. This could cause problems.

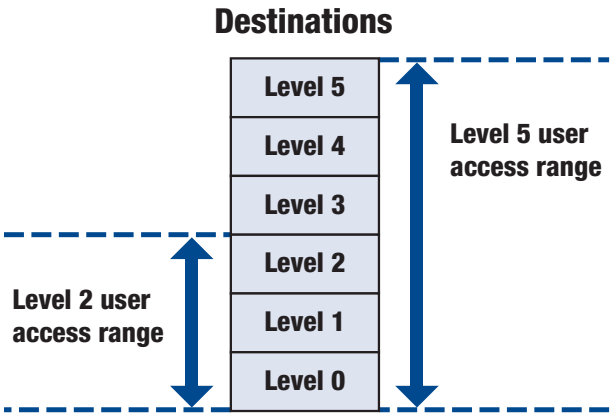
Within a workgroup, there are usually multiple position levels with varying authority; you may not want everyone to have access to all the Email and fax destinations in the device address book. This function **Limiting Access to Destinations** will allow you to assign Users to Groups, assign Permission Levels for Users, Groups and Destinations, thus permitting/denying access to destinations without denying access to other functions in the device.

Access permission levels can be set to one of six levels between 0 and 5, where 0 is the public access level and 5 is the highest level of security.

The Destinations accessed by Users, can be limited according to the level assigned for the user and destination.

Level 5	Highest level of Security
Level 4	Secure
Level 3	Secure
Level 2	Secure
Level 1	Secure
Level 0	Public Access

For example, a Level 2 User can access destinations in levels 0 through 2, but cannot access destinations in levels 3 through 5. A Level 5 User can access all destinations in Levels 0 through 5.



Note: After you have set up "Limiting Access to Destinations" whatever access level you have assigned for each user, destination and group, the same levels can be used when User Authentication settings are specified.

bizhub C652/C552 Scan Job Shops

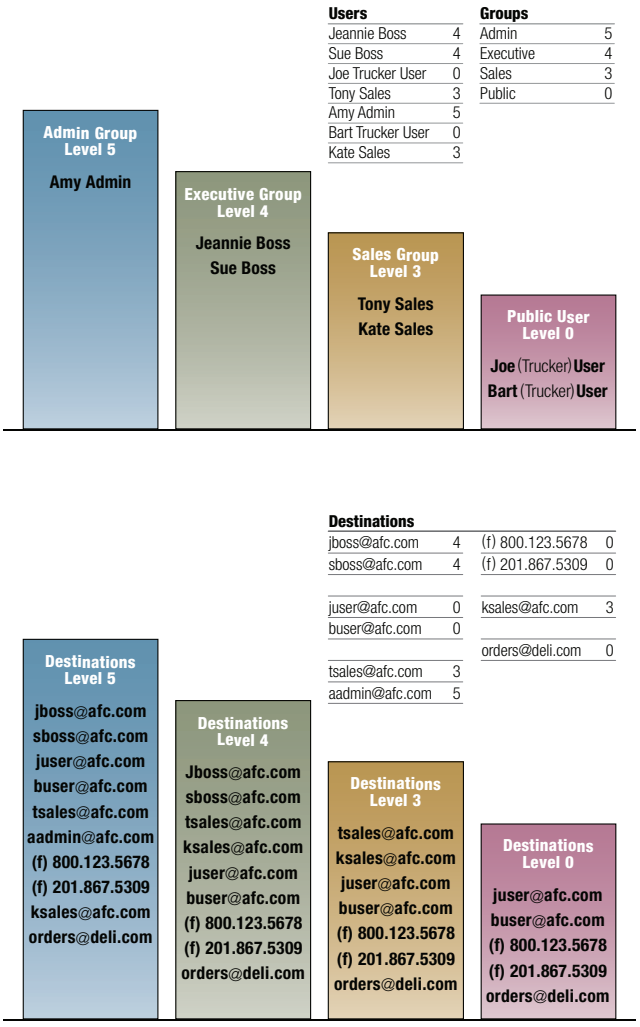
Pre-Requisites/System Requirements

- A networked bizhub MFP is all that is required.
- Please check with your Network Administrator to ensure that all the network settings have been made. For assistance, please contact your local authorized Konica Minolta technical representative.

APPLICATION

A branch operation of a large logistics company called AFC Trucking has purchased an MFP on your recommendation. The MFP will have numerous destinations programmed into the address book — both Email addresses and fax numbers. Since there are 5 people in the office and each has a different title and responsibility, Jeannie, the boss, does not want everyone who walks up to the device to have access to every destination listed in the address book. For example, there are truckers that use the device that need access to fax numbers to fax their bills-of-lading, but do not need access to the sales department or the boss' Emails. On the other hand, everyone needs access to the corner deli to order lunch. The permission/ levels, users, groups and destinations are pictured in the graphic to the right.

Amy (Administrator), who is the MFP key-operator, is looking forward to today because you are coming in to set up the much raved about function "Limiting Access to Destinations".



JOB REQUIREMENTS

1. Enable **User Authentication**
2. Enter the **Users**
3. Enter the **Destinations** (name and the respective Email address)
4. Enter **Groups**
5. Assign **Users to Groups**
6. Assign **Levels to Users**
7. Assign **Levels to Destinations**
8. Assign **Levels to Groups**
9. Sending an Email after all the data has been entered

DEVICE SETUP

Note: As you are setting up the device, each of the 8 steps has you start from the basic screen in case you get lost. If you want to omit those repetitive first few steps you can jump to the next step starting at the next screen to where an input is required. Follow the arrow to the step number indicated (i.e.➔6.)

TURN ON USER AUTHENTICATION

Press the "Utility/Counter" Key

1. Touch **Administrator Settings**
2. Enter password (12345678)
3. Touch **OK**
4. Touch **User Authentication/ Account Track**
5. Touch **General Settings**
6. Touch **User Authentication**

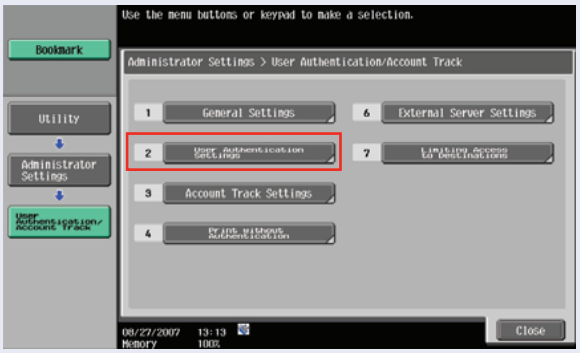
7. Under **Job Setting** touch **ON MFP**
8. Touch **Public User Access**
9. Under Job Setting Touch **ON** (Without Login)
10. Touch **OK**
11. A screen will appear: “Are You Sure You Want to Clear All Data?”
12. Touch **YES**
13. Touch **OK** until you are back at **User Authentication/Account Track** screen
14. ➔ 6.

ENTER USERS

Enter users (all Email one-touches) in address book

1. Press the **Utility/Counter** key

2. Touch **Administrator Settings**
3. Enter password (12345678)
4. Touch **OK**
5. Touch **User Authentication/ Account Track**



➔ 6. Touch **User Authentication Settings**

7. Touch **User Registration**
8. Touch **Empty One-Touch** key
9. Touch **Edit**
10. Touch **User Name**
11. Enter **Jeannie Boss**

12. Touch **OK**
13. Touch **Password** ➔ enter **X** ➔ **OK** (for this job always use lower case **x** as password)
14. Enter **Password** ➔ **X** again to confirm ➔ **OK**
15. Enter **Email address** ➔ *jboss@afc.com* ➔ touch **OK**
16. Touch **OK**

    You're back at empty one touch keys

17. Enter next User... repeat steps 8-16 to enter the data for Sue, Joe, Tony, etc.
18. Touch **CLOSE** back to Administrator Screen ➔ 2.

ENTER DESTINATIONS

1. Press the **Utility/Counter** key

➔ 2. Touch **One-touch/ User Box Registration**
3. Touch **Create One Touch Destination**
4. Touch **Address Book**
5. Touch **Email**
6. Touch **New**
7. Touch **Name**
8. Enter **Jeannie Boss**
9. Touch **OK**
10. Touch **Email address**
11. Enter *jboss@afc.com*
12. Touch **2/2**
13. Touch **Index**
14. Touch **Favorites**
15. Touch **OK**

16. Touch **OK** until you are back at the **Email** screen

17. Repeat steps 6-15 and enter Destinations for:
    Sue Boss,
    Joe User,
    Bart User,
    Tony Sales,
    Kate Sales,
    Amy Admin,
    the (2) fax numbers
    orders for deli

18. Touch **CLOSE** until main screen appears

    Now let's confirm the Destinations we entered are there

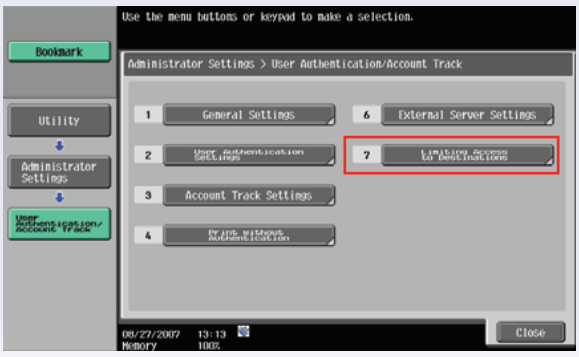
19. Press **Fax/Scan** key

20. Touch **Address Book**

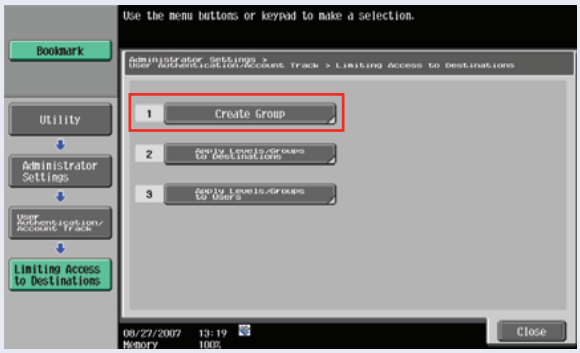
    All 8 Email and 2 fax one-touch destinations should be there

SPECIFYING A GROUP SETTING

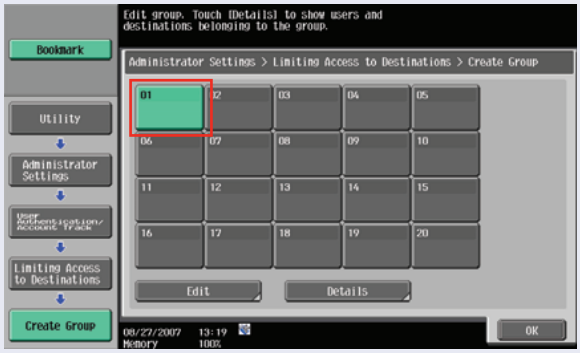
1. Press the **Utility/Counter** key
2. Touch **Administrator Settings**
3. Enter password (12345678)
4. Touch **OK**
5. Touch **User Authentication/ Account Track**
6. Touch **OK**
7. Touch **Limiting Access to Destinations**



8. Touch **Create Group**
9. Select a **Group (01-20)**



10. Select **Group 01** button
11. Touch **Edit**
12. Touch **Group Name**
13. Enter **Admin**



14. Touch **OK**

    Select an Access Allow (permission) level (0-5)

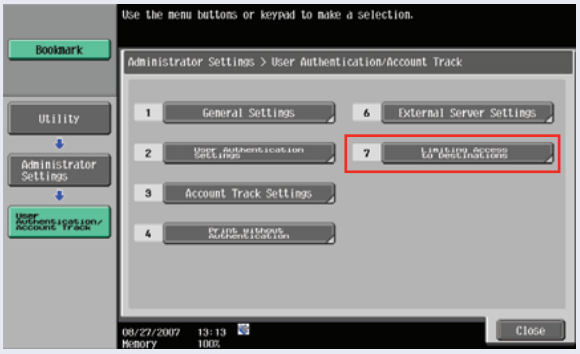
15. Select **5**
16. Touch **OK**
17. Touch **Detail** to view group parameters
18. Touch **Group**

19. Touch **CLOSE** until you're back at the **Group** button screen
20. Repeat steps 10—19 for Executive, Sales and Public
21. Touch **CLOSE** until you are back at the **Administrator** screen ➔ 2.

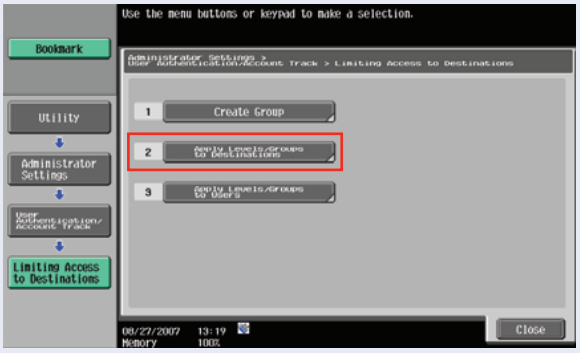
SPECIFYING A DESTINATION

1. Press the **Utility/Counter** key

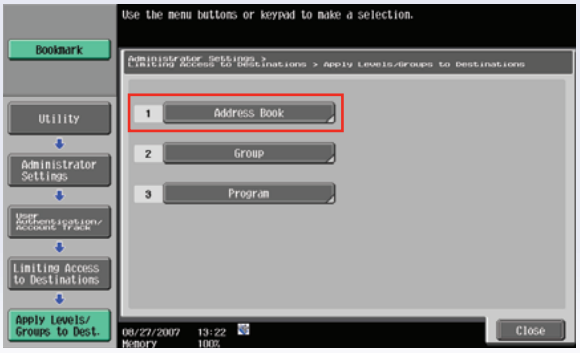
2. Touch **Administrator Settings**
3. Enter password (12345678)
4. Touch **OK**
5. Touch **User Authentication/ Account Track**
6. Touch **OK**
7. Touch **Limiting Access to Destinations**



8. Touch **Apply Levels/ Group to Destinations**



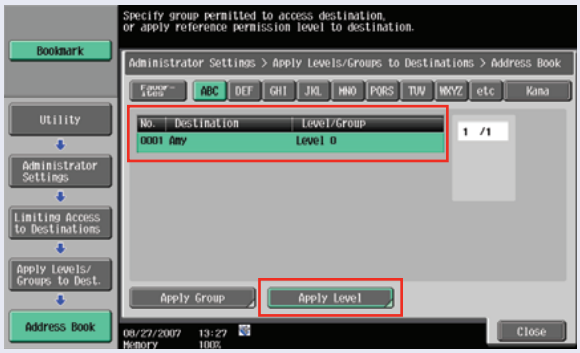
9. Touch **Address Book**



10. Touch **Amy Admin**
11. Touch **Apply Level**

    Either an Access Permission Level or an Access Permission Group can be specified for each destination

    Only ONE Access Permission Group can be specified for a single destination



12. Touch **Level 5**
13. Touch **OK**
14. Repeat steps 8-11 for Sue Boss, Joe User, Bart User, Tony Sales, Kate Sales, Amy Admin, the (2) fax numbers, & orders for deli

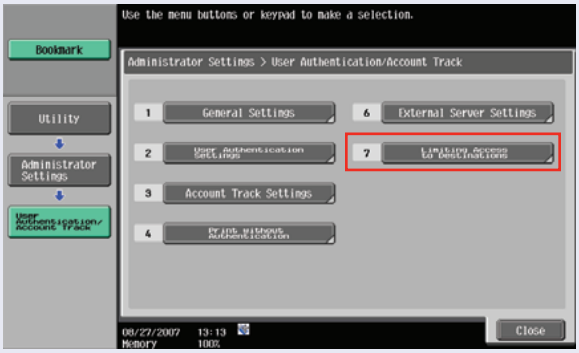
15. Touch **Apply Group**
16. Select **Admin**
17. Touch **OK**
18. Touch **Apply Level**
19. Touch the Level you wish to apply – select Level 5
20. Touch **OK**
21. Touch **Admin**
22. Touch **OK**
23. Touch **Apply Group**
24. On the **Apply Group** Screen ➔ Touch **Details** to check the Destinations and User names belonging to that Group

25. Repeat for Executive, Sales and Public
26. Touch **CLOSE** until you return to the **Apply Levels/Group to Destinations** screen

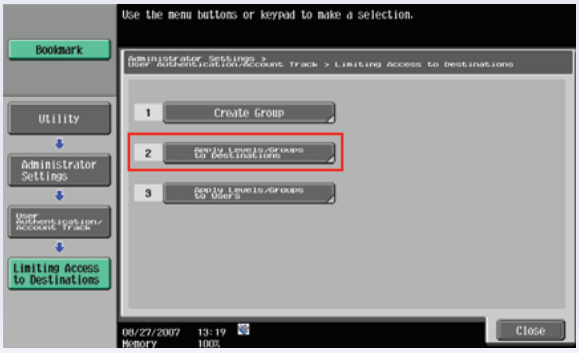
SPECIFYING A USER LEVEL

1. Press the **Utility/Counter** key
2. Touch **Administrator Settings**

3. Enter password (12345678)
4. Touch **OK**
5. Touch **User Authentication/Account Track**
6. Touch **Limiting Access to Destinations**



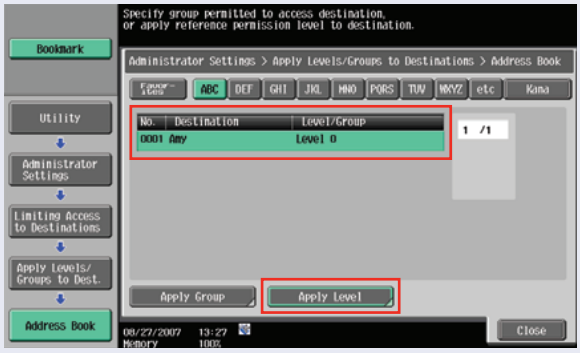
7. Touch **Apply Levels/ Group to Users**
8. Select **Personal User Box**



9. Select **Jeannie Boss**

   The **Public User Box** and **Personal User Box** settings appear only when access by a public user is permitted

   If use by a public user is permitted, “Public” appears as the User Name. As a default, Level 0 is specified

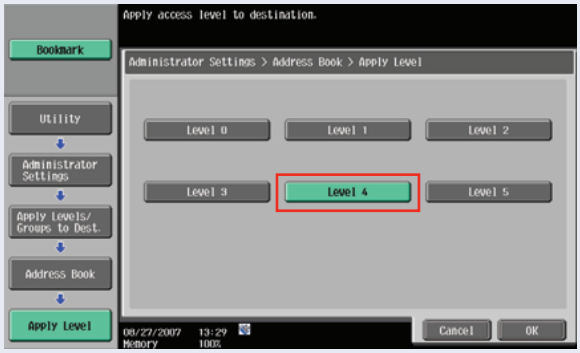


10. Touch **Apply Level**

11. Select **Level 4** (Jeannie Boss is Level 4)

12. Touch **OK**

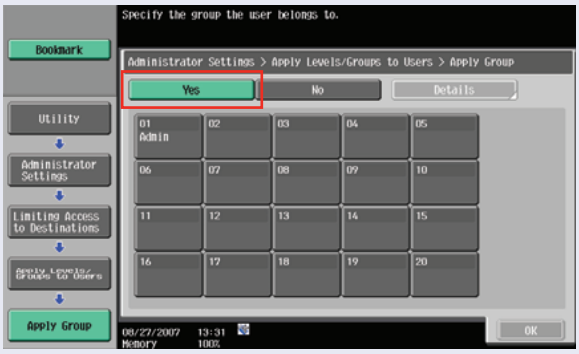
    Both an access permission level and an access permission group can be specified for each user



    A single user can be registered in multiple access permission groups

13. Repeat steps 8-11 for Sue Boss, Joe User, Bart User, Tony Sales, Kate Sales, Amy Admin, the (2) fax numbers, & orders for deli

TO SPECIFY THE USER GROUP



1. Touch **Jeannie**
2. Touch **Apply Group**
3. Touch **YES**
4. Touch **Admin** (Jeannie Boss is in Admin Group)
5. Touch **OK**
6. Repeat for Sue Boss, Joe User, Bart User, Tony Sales, Kate Sales, Amy Admin, the (2) fax numbers, & orders for deli
7. Touch **Details** to check the Destinations and names of Users belonging to the group
8. Touch **CLOSE** to go back to **User Authentication/Account Track** Screen

SPECIFYING LIMITED ACCESS SETTINGS

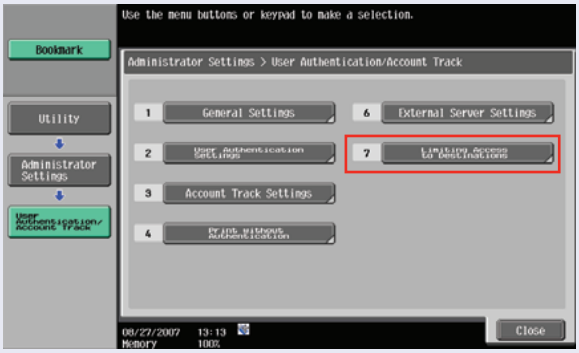
Level settings can be specified for registered address book destinations, group destinations, and Fax/Scan program destinations.

Note: The level for a registered destination is "0". The level and group cannot be set higher than the level specified for the user who is logged on. In order to specify a group for a destination, the group must first have been registered in administrator mode.

Log on as a user with a level that allow settings to be specified

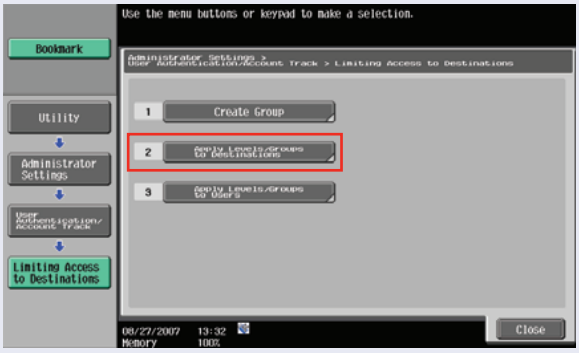
1. Press the **Utility/ Counter** key

2. Touch **Administrator Settings**
3. Enter password (12345678)
4. Touch **OK**
5. Touch **User Authentication/ Account Track**



6. Touch **Limiting Access to Destinations**
7. Touch **Apply Levels/ Groups to Destinations**

   Select the destination type



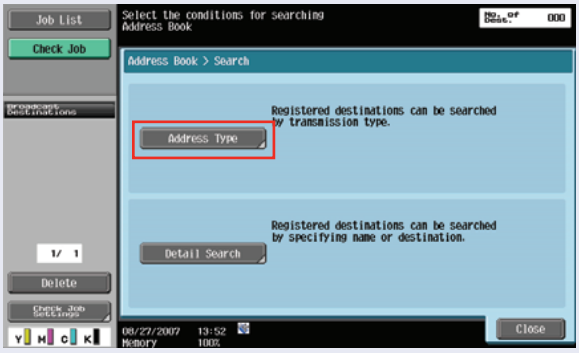
PERFORMING THE SCAN JOB

Now let's send a scan job from a User to the Destinations programmed.

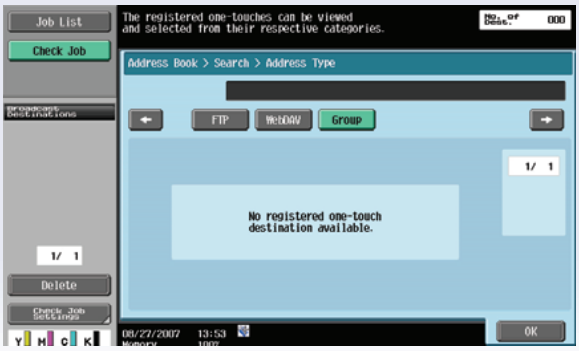
1. Press **Fax/Scan** key on the control panel

2. Touch **Search**

3. Touch **Address Type**
4. Touch **Group**

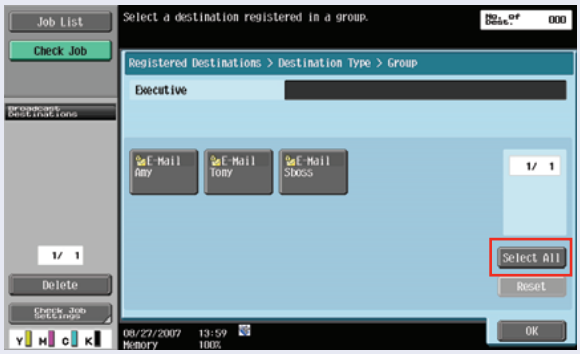


5. The Destinations registered as groups appears



6. Touch **Executive** group destination
   A list of destinations registered in the group appears
   Select the destination to where the data is to be sent

7. Touch *sboss@afc.com*
   and *ksales@afc.com*
   and *buser@afc.com*
   and 201.867.5309

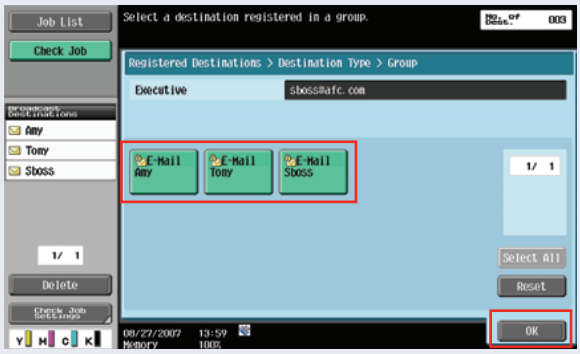


8. Touch **OK**

   To select all destinations, touch **Select All**

   To deselect all destinations, touch **Reset**

   Additional destinations can be added by directly typing in the address. The button appears selected, and the destination appears under “Broadcast Destinations”



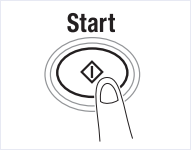
9. Touch **OK** until the **Fax/ Scan** screen appears

10. Make any **Scan Settings**, **Original Settings**, **Comm. Settings**

11. Load the document into the feeder

12. Press the **START** Key

    Scanning of the documents begins and the data is sent



HOW TO SELL FEEDBACK — LIMIT ACCESS TO DESTINATIONS

- If an organization has color – this will help them manage usage.
- Limit access to G3 fax – control costs.
- Provide direct access.
- Medical – MFP in nurses station to Doctor or to Pharmacy.
- No need to go through other Email addresses to find the desired one.
- Volume control (Limit documents) or number of Emails flowing into an Email address if only a few have access to the Email destination.
- Many permission applications are used in finance shipping/receiving and major accounts.

Group/Programs

Press **Fax/Scan** key on control panel

Touch **Search**

Touch **Address Type**

Touch **Group**

The destination registered as groups appear

Touch the button for the group destination

A list of destinations registered in the group appears

Select the destination to where the data is to be sent, touch **OK**

To select all destinations, touch **Select All**

To deselect all destination, touch **Reset**

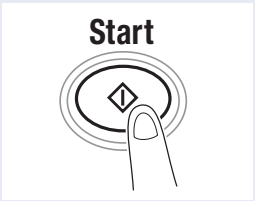
Additional destinations can be added by directly typing in the address. The button appears selected, and the destination appears under **Broadcast Destinations**.

Touch **OK** until the **Fax/Scan** Screen appears

Make any **Scan Settings**, **Original Settings**, **Comm. Settings**

Load the documents into the document feeder

Press the **Start** Key



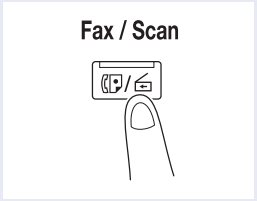
Scanning of the documents begins and the data is sent

Send and Print

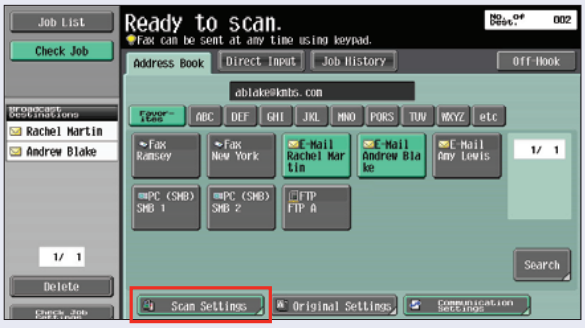
This function allows the user to make copies of the document being scanned in one operation.

Parameter	Description
Copies	Use the keypad to type in the number of copies to be printed. A number between 1 and 9999 can be specified
Simplex/Duplex	Select whether a single-sided or double-sided copy is to be printed
Staple	Select whether or not the prints will be stapled. If they will be stapled, select the number of staples and the position.

Press **Fax/Scan** Button

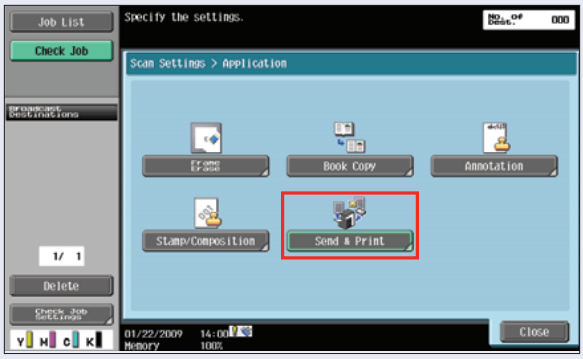


Touch **Scan Settings**

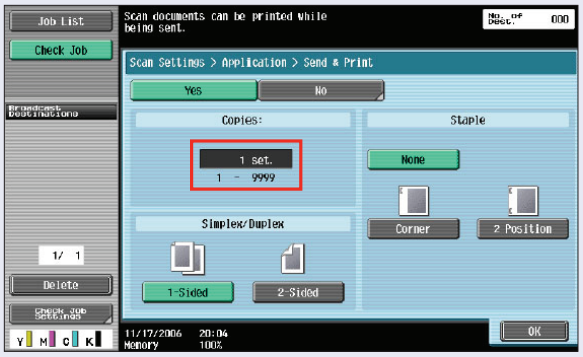


Touch **Application**

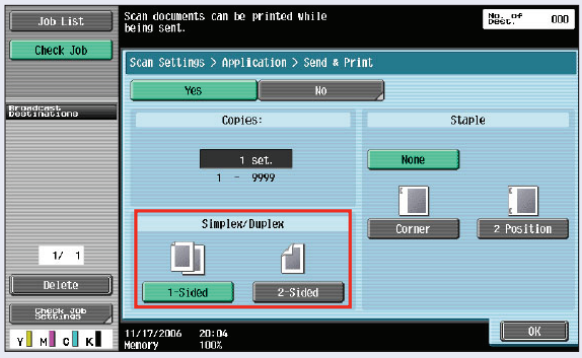
Touch **Send & Print**



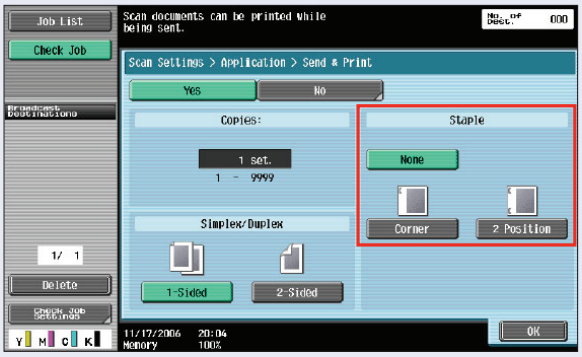
Enter **# of Sets** (1-9999) using numeric keypad



Select **1-Sided** or **2-Sided** output



Select **Finishing**
(Staple: “None”, “Corner”, “Position Setting”*)



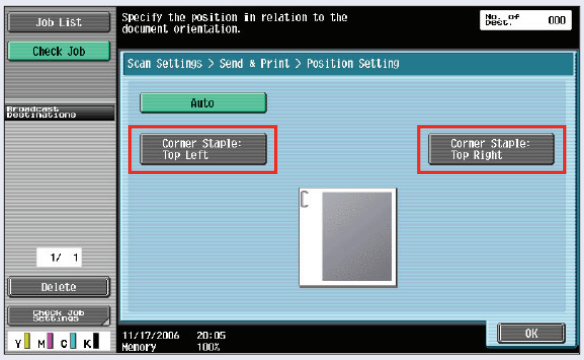
**If “Position Setting” is selected, then choose the position of the staple*

Touch **OK**

Touch **Close**

Touch **OK**

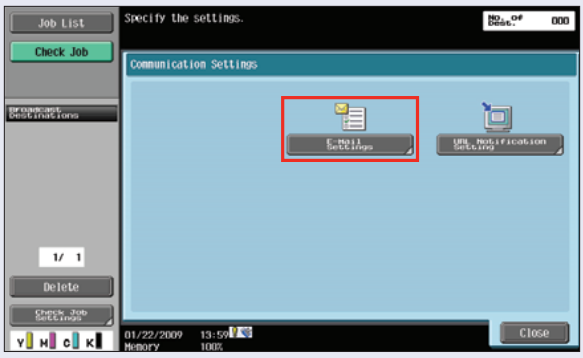
Select **Destination**



The following steps are required if User Authentication is activated on the device.

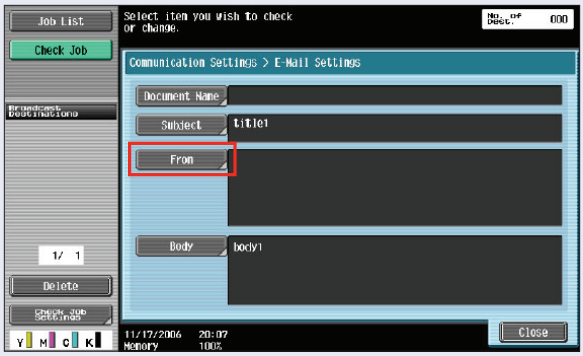
Select **Communication Settings**

Select **Email Settings**



Enter **From** information (when User Authentication is activated)

Press **Start**

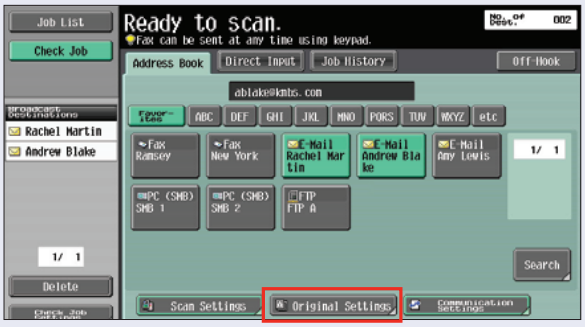


Scanning Z-Folded Originals

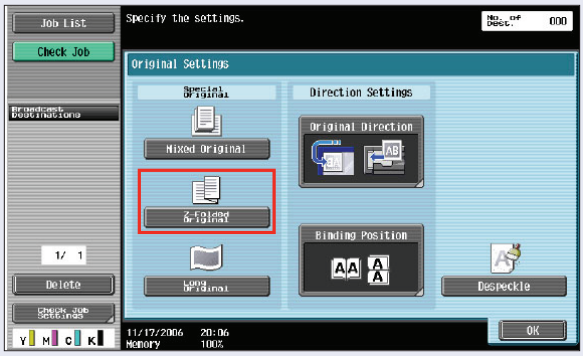
Parameter	Description
Mixed Original	Select this setting when documents of different sizes are loaded into the ADF (optional). The scan speed is decreased since the size of each page is detected before it is scanned.
Z-Folded Original	Select this setting to detect the size of a zigzag-folded document by the length fed through the ADF.
Long Original	Select this setting for documents that are longer than the standard size.
Original Direction	Select the orientation of the document. After the document is scanned, the data is processed so that it is correctly oriented.
Binding Position	Select the binding position, such as when holes are punched in the document or the document is stapled. This adjusts the scan of double-sided documents so that the binding position is not reversed. Left Select this setting for a document with binding on the left side. Top Select this setting for a document with binding at the top. Auto: The binding is on the long side if the page is 297 mm or less, or it is on the short side if the page is more than 297 mm.
Despeckle	Select this setting to reduce the effect that dust on the left partition glass has on images when the document is loaded into the ADF.

Press **Fax/Scan**

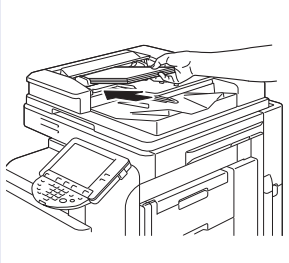
Touch **Original Setting**



Touch **Z-Folded Original**



Place Original in ADF



Touch **OK**

Select **Destination**

Touch **Start**

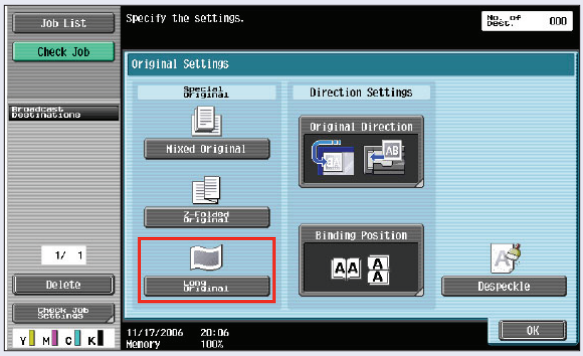
Scanning Long Originals

This setting is selected when you are scanning documents that exceed the maximum document size (11" x 17"). Would apply to those documents that are longer than 17" in length (maximum length supported is 39.25").

Press **Fax/Scan**

Touch **Original Setting**

Touch **Long Original**

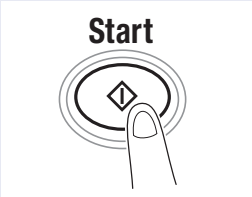


Place Original in ADF

Touch **OK**

Select **Destination**

Press **Start**



Scan-to-USB

WHAT & WHY

"Scan-to-USB" feature allows you to scan your originals to your USB device through the MFP.

It is a fast and easy way of converting your hard copies to electronic format and store them.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory

- USB Memory formatted as FAT32 required.
- Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported

- Cannot use devices that draw more than the rated power consumption.

Protective Function

- If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions

- Do not remove external memory while data is being saved (or printed).
- *Do not use 2 USB memory devices at the same time.*
- Do not use a USB hub.

APPLICATION

Your customer collected good amount of paper during a series of meetings.
He was complaining about what he is going to do with all that paper and mentioned that it would be great if he could keep them in digital format rather than as hard copies.

HOW

Pre-Requisites

You will need an USB device with some memory in it. You will also need originals containing text or graphics. In addition, you will need access to Administrator Settings via a password. The default password is 12345678.

Note: Unit must have the EK-603 Interface.

Plug in your USB Port to the MFP.

A screen comes up on the MFP that tells you an external memory is connected and where you can access it.

Press **OK**

Press the **Utility/Counter** button on the keyboard

Touch **#3 Administrator setting**

Enter the administrator password: 12345678

Press **OK**

Touch **#1 System Settings** tab

Touch **#0 User Box Settings** tab

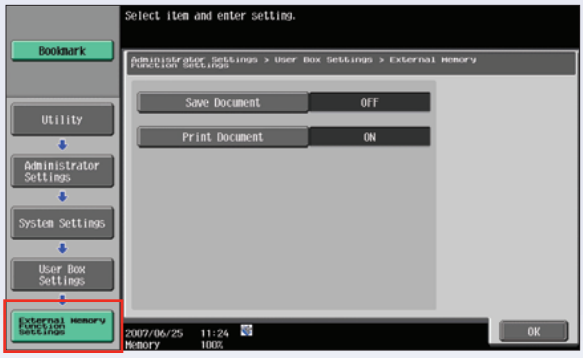
Touch **#7 External Memory Function Settings**

Touch **Save Document** tab

Touch **ON**

Press **OK**

CLOSE until you return to the default screen.



Place your original on RADF.

Press **User Box** hard key on the control panel

Touch **Save Document** tab

Touch **User Box**

Touch **System User Box**

Touch **External Memory**

Touch **OK**

Touch **Document Name** tab

Press **C** to clear the name assigned by the machine

Type “test”

Press **OK**

If the keyboard is too little to touch — try the Enlarge Display!

Press **Scan Settings** tab

Touch **File Type**

Notice the default file type is PDF

Touch **JPEG** tab

Press **OK**

NOTE: If necessary, specify any other print settings by touching “Original Settings”.

Press **START**

Remember to remove your USB device.

HOW TO SELL FEEDBACK — SCAN-TO-USB

- No laptop boot up required.
- Can I have that file? — quick print.
- Load files on thumb drive – go to meeting – download at device – no PC required.
- Real Estate – upload house to prospect.
- Financial/Mortgage – Loan Documents, supporting documentation, capture info ➜ electronic file.
- Legal – in the courtroom – print necessary documents on the spot from files on USB, no need to recess and reconvene just for documentation – reduces court costs.
- From USB ➜ Microsoft Briefcase to synch files on thumb drive.
- Medical vertical – Multiple MFPs not networked, different domains, Scan-Print.
- Local Mom/Pop Stores, UPS stores, PFP applications.
- Me Too!! Toshiba, Sharp etc. already have it.
- Hardcopy to USB for file distribution.
- After a product launch in Ramsey, Scan-to-USB will keep my luggage under the airline 50 lb. max.
- Tested – Device will overwrite the USB document with the scanned document if they have the same name.
- No Scan-to-USB in high security area.
- Carry large print files from office to office.
- Portable backup of important job.
- With our 70 opm scanner – convenience.
- To make it difficult for thieves, when public user is **ON** – external memory must be **OFF**.

Scan-to-USB with User Authentication

WHAT & WHY

"Scan-to-USB with User Authentication" feature allows you to restrict/allow scanning operations to your USB device by user.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory

- USB Memory formatted as FAT32 required.
- Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported

- Cannot use devices that draw more than the rated power consumption.

Protective Function

- If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions

- Do not remove external memory while data is being saved (or printed).
- *Do not use 2 USB memory devices at the same time.*
- Do not use a USB hub.

APPLICATION

Your customer wants to allow specific users to be able to scan to their USB devices while others cannot.

HOW

Pre-Requisites

You will need a USB device with some memory in it. You will also need originals containing text or graphics. In addition, you will need access to Administrator Settings via a password. The default password is 12345678.

Note: Unit must have the EK-603 Interface.

Plug in your USB Port to the MFP.

A screen comes up on the MFP that tells you an external memory is connected and where you can access it.

Press **OK**

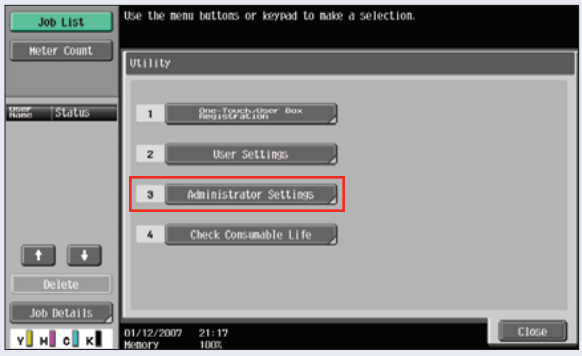
Press the **Utility/Counter** button on the keyboard

Touch **#3 Administrator Settings**

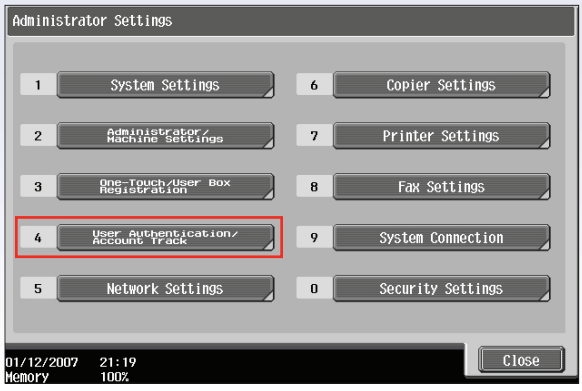
Enter the administrator password: 12345678

Press **OK**

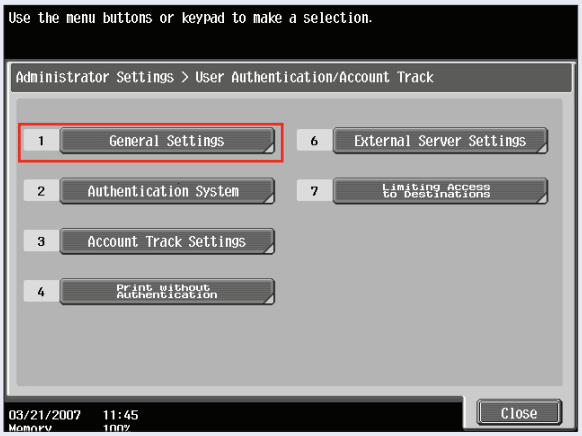
Touch **#1 System Settings** tab



Touch **#4 User Authentication/ Account Track** tab



Touch **#1 General Settings**


Use the menu buttons or keypad to make a selection.
Administrator Settings > User Authentication/Account Track
1 General Settings
2 Authentication System
3 Account Track Settings
4 Print without Authentication
6 External Server Settings
7 Limiting Access to Destinations
03/21/2007 11:45
Memory 100%
Close

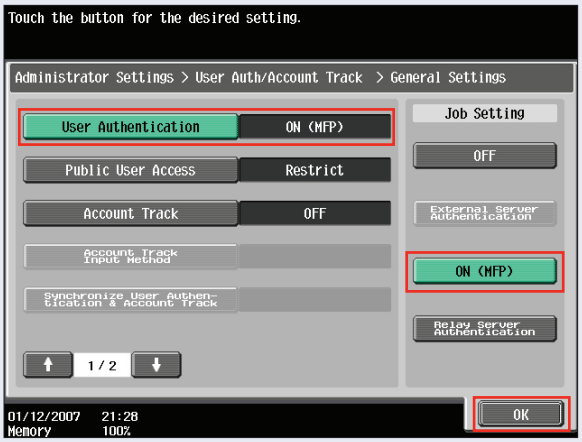
Touch **User Authentication** tab

Select **ON MFP**

Press **OK**

A screen will ask: "Are you sure you want to clear all data?"

Select **YES**



Press **OK**

Touch **#2 User Authentication Settings**

Touch **#2 User Registration**

Select **Box 001**

Press **EDIT**

Touch **User Name** – Enter **mktg**

Touch **Password** – Enter **mktg**

Touch **Function Permission** tab

Scroll down to Page 2

Touch **Save to External Memory** tab

Select **ALLOW**

Press **OK** – 2 times

Press **CLOSE** – 5 times

Note that the default is RESTRICT

User Access Restrict/Allow Scan-to-USB

WHAT & WHY

"User Access Restrict/Allow Scan-to-USB" feature allows you to restrict/allow scanning operations to your USB device without disabling Print to USB feature.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory

- USB Memory formatted as FAT32 required.
- Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported

- Cannot use devices that draw more than the rated power consumption.

Protective Function

- If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions

- Do not remove external memory while data is being saved (or printed).
- *Do not use 2 USB memory devices at the same time.*
- Do not use a USB hub.

APPLICATION

Your client wants to restrict the scanning operations to USB devices in their marketing department; however, he wants to be able to print from USB.

HOW

Pre-Requisites

You will need a USB device with some memory in it. You will also need originals containing text or graphics. In addition, you will need access to Administrator Settings via a password. The default password is 12345678.

Note: Unit must have the EK-603 Interface.

Plug in your USB Port to the MFP.

A screen comes up on the MFP that tells you an external memory is connected and where you can access it.

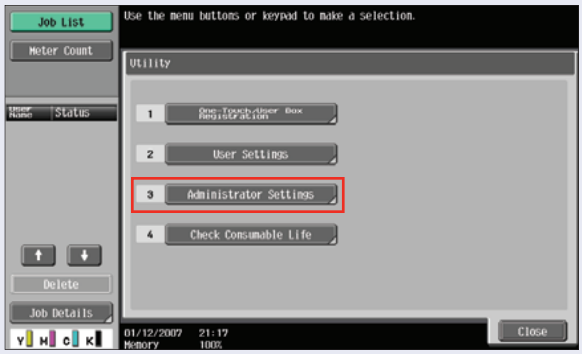
Press **OK**

Press the **Utility/Counter** button on the keyboard

Touch **#3 Administrator Settings**

Enter the administrator password: 12345678

Press **OK**



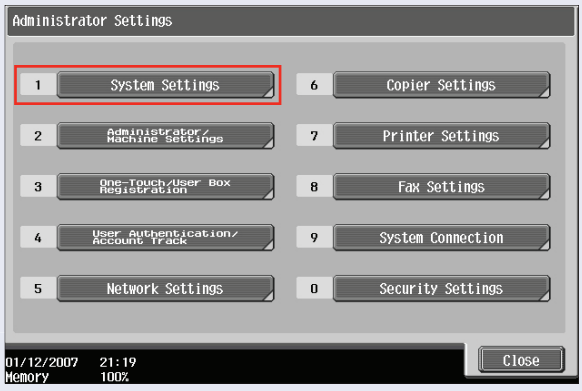
Touch **#1 System Settings** tab

Touch **#0 User Box Settings**

Touch **#7 External Memory Function Settings**

Touch **Save Document**

Select **OFF**



Please note that when you want to allow users to scan Select ON

Press **OK**

Press **CLOSE** – 4 times

NOTE: When OFF mode is selected the "Scan-to-USB" function will be disabled, however, the "Print from USB" function will still be available. This functionality is only to restrict or allow users to scan to USB devices.

Scan-to-WebDAV

The Traditional method for uploading content to a web server is File Transfer Protocol (FTP), but using this approach has its disadvantages.

- Using FTP requires that your open additional ports on your firewall and this can increase the attack surface of your network and make it more susceptible to penetration by attackers. This is obviously undesirable from the perspective of keeping your network secure.
- FTP has no file locking mechanism, so it's possible for two users to upload different versions of the same file simultaneously causing one to be overwritten. This can mean lost time troubleshooting why an uploaded file is different from what you expect.
- The FTP approach means you have to edit your content locally on the client. In other words, to edit a page already on the web server you would have to download it to the client, edit it there, and then upload it again to the web server. This is a time-consuming and inefficient approach to managing content.

The solution to these problems is WebDAV, a protocol used for publishing and managing content to web servers. WebDAV is an extension of the HTTP/1.1 protocol described in RFCs 2518, and 3253. WebDAV overcomes the three issues described above as follows:

- WebDAV uses port 80, the same port used by HTTP for web access. So using WebDAV means you don't have to open any extra ports on your firewall.
- WebDAV lets only one user modify a file at a time, while allowing multiple users to read it. This allows files to be locked while they are being edited, preventing unexpected changes from occurring.
- WebDAV lets you edit files on the server instead of needing to download them first to the client. Editing files remotely using WebDAV is as easy as if they were locally present, and the whole process is transparent to the content producer.

WHAT IS WEBDAV? www.webDAV.org

Briefly: WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol which allows users to collaboratively edit and manage files on remote web servers.

WHAT ARE THE MAJOR FEATURES AND BENEFITS?

WebDAV provides a network protocol for creating interoperable, collaborative applications. Major features of the protocol include:

Locking (concurrency control) — Long-duration exclusive and shared write locks prevent the overwrite problem, where two or more collaborators write to the same resource without first merging changes. To achieve robust Internet-scale collaboration, where network connections may be disconnected arbitrarily, and for scalability, since each open connection consumes server resources, the duration of DAV locks is independent of any individual network connection.

Properties — XML properties provide storage for arbitrary metadata, such as a list of authors on Web resources. These properties can be efficiently set, deleted, and retrieved using the DAV protocol. DASL, The DAV Searching and Locating protocol, provides searches based on property values to locate web resources.

Namespace manipulation — Since resources may need to be copied or moved as a Web site evolves, DAV supports copy and move operations. Collections, similar to file system directories, may be created and listed.

HOW TO SELL FEEDBACK — SCAN-TO-WebDAV

- Like SharePoint
- Great for high security environments, more secure

Notes

bizhub

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KONICA MINOLTA
BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive
Ramsey, NJ 07446
www.kmbs.konicaminolta.us